

CHALGRAVE PARISH COUNCIL

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4 HOME FARM
TEBWORTH
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THE **NEXT MEETING** OF CHALGRAVE PARISH COUNCIL WILL BE HELD ON **TUESDAY, JUNE 21st, 2016 at 7.30pm** AT CHALGRAVE MEMORIAL HALL.

Lesley Smith, Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE
2. OPEN FORUM
3. TO AMEND AND SIGN MINUTES OF MAY 17th, 2016 MEETING
4. SPECIFIC DECLARATIONS OF INTEREST
5. TO DISCUSS PARISH COUNCILLOR REPLACEMENT
6. POLICE MATTERS
7. REPORT from WARD COUNCILLOR MARK VERSALLION
8. REPORT FROM ALL SAINTS CHURCH, CHALGRAVE
9. MATTERS ARISING FROM MAY 17th, 2016 MINUTES
10. POINTS RAISED from APRIL/MAY 2016 CORRESPONDENCE
11. MAY/JUNE 2016 CORRESPONDENCE RECEIVED
12. ACCOUNTS-a) Cheques for Signature
13. TO DECIDE the MILLENNIUM and COMMUNITY AWARD WINNERS
14. TO DISCUSS TEBWORTH POND
15. COMMITTEE REPORTS
16. HIGHWAYS ISSUES
17. ITEMS FOR INCLUSION ON THE NEXT AGENDA
18. TIME AND DATE OF NEXT MEETING

MINUTES of the Meeting of Chalgrave Parish Council held on Tuesday, May 17th, 2016 at Chalgrave Memorial Hall, Tebworth at 7.30pm.

Present: Cllr. Ken Green; Cllr. Debbie Hampson; Cllr. Barbara Jackson; Cllr. Phil Parry (Chairman); Cllr. Mike Wells; Cllr Paul Whitton; Lesley Smith-Clerk.

Public present: 0

Committees

Planning	Cllr Hampson-Chair	877149	
Footpaths	Cllr Green-Chair	874107	Cllr Jackson 877617
Website	Cllr Green	874107	Cllr Wells 877098
Speed Watch	Cllr Wells-Chair	877098	

Responsibilities

Cllr Parry	Highways liaison			07831605600
Cllr Whitton	Fly tipping	Buses		07808174843
Cllr Jackson	Tebworth Pond	Defibrillator		877617

1. APOLOGIES FOR ABSENCE

None.

2. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN.

- a) **The current chairman, Cllr Parry, stepped down. Cllr Green took the chair pro-tem.**
- b) **Nominations for Chairman.** Cllr Hampson nominated Cllr Parry. This was seconded by Cllr Wells. The vote was unanimous. Therefore Cllr Parry is duly elected as Chairman.
- c) **Nominations for Vice-Chairman.** Cllr Wells nominated Cllr Green. This was seconded by Cllr Hampson. The vote was unanimous. Therefore Cllr Green is duly elected as Vice-Chairman.

3. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Parry signed his Declaration of Acceptance of Office form. The clerk counter-signed.

4. ELECTION OF COMMITTEES CHAIRMEN.

- a) **Planning.** Cllr Green nominated Cllr Hampson. This was seconded by Cllr Jackson. The vote was unanimous. Therefore Cllr Hampson remains as Chairman of the Planning Committee.
- b) **Footpaths.** Cllr Hampson nominated Cllr Green. This was seconded by Cllr Whitton. The vote was unanimous. Therefore Cllr Green remains as Chairman of the Footpaths Committee.
- c) **Speed Watch.** Cllr Jackson nominated Cllr Wells. This was seconded by Cllr Green. The vote was unanimous. Therefore Cllr Wells remains as Chairman of the Speed Watch Committee.
- d) **Website.** Cllr Wells nominated Cllr Green. This was seconded by Cllr Hampson. The vote was unanimous. Therefore Cllr Green remains as Chairman of the Website Committee.

5. MINUTES OF APRIL 19th, 2016 MEETING

The minutes of the April 19th, 2016 meeting were amended, approved and signed as correct by the chairman.

6. SPECIFIC DECLARATIONS OF INTEREST

Cllrs Parry and Wells declared a prejudicial interest in Chalgrave Sports Club, item 16
Cllr Green declared a prejudicial interest in Chalgrave Memorial Hall, item 16

7. TO DISCUSS REPLACEMENT COUNCILLOR

The notices of election are on the noticeboards, on the website, in the Queen's Head and The Plough. If there are less than 10 requests for an election by June 1st, 2016 the parish council can begin the process of co-option.

8. POLICE MATTERS

- a) **PCC Kathryn Holloway**. The new Police and Crime Commissioner took up office on May 12th, 2016. Her letter of introduction is in correspondence.
- b) **Rural Liaison Officer**. Bedfordshire Police have appointed a Rural Liaison Officer, Tau Chamboko. His role is to work with the NFU and local parish councils to tackle rural crime. He wants to attend a parish council meeting in the near future. The clerk to send him the dates of the rest of this year's meetings. Email in correspondence. **Clerk**

9. REPORT FROM ALL SAINTS CHURCH

No report this month.

Church Roof. It will cost £80,000 needs to be raised to repair the roof. Cllr Wells will find out if funds could be raised via the website. **MW**

10. MATTERS ARISING FROM APRIL 19th, 2016 MINUTES

- a) **Call for Sites**. At the meeting on April 19th Cllr Versallion informed the PC that 4,500 houses are to be built near the wind turbine at Heath and Reach. Clerk to clarify if CBC has received an application and therefore the housing is proposed or the houses are definitely going to be built. **Clerk**
- b) **Bus Services**. Cllr Whitton reported that six people from Saint Mary's Close and some people from Hockliffe are concerned about the changes to bus services outlined in the current consultation which closes on July 12th, 2016.
- c) **Defibrillator-Village Response Team**. Cllr Jackson has received no responses to her request for 1st Responders so she will look into the Village Emergency Telephone System. **BJ**
- d) **Road Markings-White Lines**. Cllr Green questioned whether CBC's policy of leaving some stretches of road without white lines does make drivers more cautious, which is the reasoning behind the policy.
- e) **Noticeboards**. Refurbishment of the noticeboards is ongoing.
- f) **Flawed Housing Targets**. Awaiting the minutes of a recent meeting. Chase response. Ongoing. **Clerk**
- g) **CBC: Local Transport Plan Rural Match Fund & Bidding Guidelines**. The PC wrote to CBC stating that the scheme is unfair to small PCs as they would have to contribute 50% of the costs, which would represent a large proportion of their small precepts. CBC has responded saying that the PC can raise its precept if it wants work doing. **Cllr Green proposed and Cllr Wells seconded** that the PC replies commenting that it would be difficult to raise the precept significantly in order to carry out a large project. The vote for the proposal was **unanimous**. Cllr Parry will draft the letter. **PP**
- h) **Anglian Water** has launched a campaign called 'Pollution Watch'. Cllr Whitton has volunteered to liaise on behalf of the PC.
- i) **Tower Mint Ltd**. Commemorative medals to celebrate the Queen's 90th birthday have been ordered.
- j) **Highways England**. Cllr Parry will contact HW to ask for more adequate signage when the A5120 is closed to prevent HGVs travelling down Tebworth Road/Wingfield Road and Chalgrave Road. **PP**
- k) **CPRE: Development on Greenbelt**. CPRE asked the PC to write to the local MP to persuade the government to rethink its proposed plan to build on Greenbelt land. Cllr Parry has responded on behalf of the PC.
- l) **Highways Issues**. Clerk to report the following:
- i. **Faulty Lamps**.
 - Column 001 at St Mary's Close is still not repaired
 - The lamp outside Forge Cottage, Hockliffe Road
 - The lamp opposite Woodlands
 - ii. Verge between Woodlands and 51 Wingfield Road has still not been cut back
 - iii. Hedge along Wingfield Road opposite Woodlands and The Woodyard needs cutting back
 - iv. Pothole opposite Foxley, Wingfield Road.

Featherbed Lane

- i. Cllr Wells has found maps on the internet which refer to Featherbed Lane as New Farm Barn Lane due to an error by Ordnance Survey. The clerk will contact CBC to find out why the name has been changed. **Clerk**
- ii. The 'No Through Road' sign at the top of the lane needs to be moved to the other the other side of the road as it is difficult to see in its present location. **Clerk**

The Lane, Tebworth. Cllr Whitton asked why the grass had not been cut outside the cottages. Cllr Green explained that some of the residents had asked for it not to be.

The Woodyard. Old car parts and other litter has been deposited on the verge outside The Woodyard. The PC agreed to put an item in the next Chalgrave News asking residents to dispose of such items responsibly. The article will also include a request for people not to leave their rubbish bins on the pavements and to put them away.

11. POINTS RAISED on MARCH/APRIL 2016 CORRESPONDENCE

Bus Services. Cllr Green spoke to Cllr Versallion at the recent Parish Assembly. Cllr Versallion suggested the PC writes to him. Cllr Parry agreed to compose a letter saying that there can be some flexibility in a bus service to the parish. Cllr Versallion will then follow up. **PP**

In the meantime Cllr Green will draft a response to the Passenger Transport Strategy consultation which is currently running and ends on July 12th, 2016. **KG**

12. APRIL/MAY 2016 CORRESPONDENCE RECEIVED

- a) **Permissive Footpath.** Shaws are unwilling to enter into any Permissive Footpath arrangement. Their letter is in correspondence.
- b) **Rural Services Network.** Information on the National Planning Policy. In correspondence.
- c) **Highways:** Potholes on Church Lane, Chalgrave are due to be repaired. Report in correspondence.
- d) **Bedfordshire Bugle.** May 2016 newsletter in correspondence.
- e) **CBC: Grass Verges.** Mudrock Ltd have recently been contracted to cut the grass verges. They will cut a 1.2 metre swathe, which is narrower than previously, twice a year. This is in order to promote wild life. They will cut the full width once a year. Information in correspondence.
- f) **Came and Company.** Council Matters Spring 2016 newsletter. In correspondence.
- g) **Public Sector Executive.** April/May 2016 magazine. In correspondence.
- h) **Clerks and Councils Direct.** May 2016 magazine in correspondence
- i) **Go Guiding.** Newsletter. In correspondence.
- j) **Centenary Fields WW1.** Programme in correspondence.
- k) **CBC: Housing Strategy Consultation.** Cllr Green asked whether the PC had been notified of this consultation and if not, why not. **Cllr Green proposed** that the PC replies to the consultation. The cllrs **unanimously agreed.** Cllr Green will respond on behalf of the PC. **KG**

13. PARISH ASSEMBLY DEBRIEF

The Assembly was well attended and cllrs agree that the current format works well.

14. ACCOUNTS

Cheques for Signature. The following cheques have been approved and signed:

Chq No:	Payee	Description	Amount £
972	Barbara Jackson	Parish Assembly 2016 catering	49.99
973	Came and Company	Annual insurance	414.14
974	Lesley Smith	Clerk's salary + expenses April/May 2016	453.16
975	HMRC	Clerk's PAYE	83.00
976	BATPC	Annual affiliation fee	99.00
977	Phil Parry	Parish Assembly 2016 beverages	<u>78.82</u>
		Total	1178.11

15. PREPARATION FOR EXTERNAL AUDIT

Section 2, Annual Governance Statement of the Annual return 2015/16 was completed by the PC and signed by the chairman and clerk. The Annual Return to be returned to BDO by May 31st, 2016. **Clerk**

16. ALLOCATION OF ANNUAL GRANTS

Cllrs Parry and Wells declared a prejudicial interest-members of the Sports Club Committee.

Cllr Green declared a prejudicial interest in Chalgrave Memorial Hall

After discussion it was **agreed unanimously** to award the following grants for 2016 as budgeted for at the Precept meeting in December 2015:

- **Chalgrave Memorial Hall:** Cllr Jackson proposed, seconded by Cllr Hampson that the hall committee be awarded £500. Unanimously agreed.
- **All Saints Church:** Cllr Hampson proposed, seconded by Cllr Wells that the church be awarded £350. Unanimously agreed.
- **Chalgrave Sports Club:** Cllr Whitton proposed, seconded by Cllr Green that the Sports Club be awarded £350. Unanimously agreed.
- **Millennium Award:** Cllr Green proposed, seconded by Cllr Parry, that the winner should be awarded £40. Unanimously agreed.
- **Community Award:** Cllr Green proposed, seconded by Cllr Parry, that the winner should be awarded £40. Unanimously agreed.

17. MILLENNIUM and COMMUNITY AWARDS

The PC has received a nomination for the Millennium Award. There are no nominations for the Community Award yet.

18. TEBWORTH POND

- a) The PC previously received a letter from the residents of the house next door to the pond requesting certain information relating to work on the pond. The PC will respond to the letter imminently. **PP; Clerk**
- b) Laura Downton has said she will contact Biffa to advise that the pond should be left for a year from dredging before carrying out further work. The current deadline for the final claim for the Biffa grant to be submitted by August 31st, 2016. She will try to delay that deadline.
- c) The PC discussed whether the proposed sleepers should be installed soon rather than wait. No decision was made. Prices to be obtained for sleepers. **BJ; PW**
- d) Quotes will be obtained for plants for the surrounding area. **BJ**

19. COMMITTEE REPORTS

- a) **Planning**
 - i. All Saints Church Roof; CB/16/01920. Application to replace stolen north and south aisle lead roof with terne coated stainless steel roof. The PC has no objections to this application. **Clerk**
 - ii. Well Cottage (formerly New Barns), Featherbed Lane. Clerk to find out what planning applications had been granted for this property. **Clerk**
- b) **Speedwatch**
 - i. Three Speed Watches were carried out in April and two carried out in May.
 - ii. Vehicle Activated Sign; Toddington Road. Cllr Whitton has spoken to a technician from SWARCO who will find out if the sign can be replaced and will contact Cllr Whitton tomorrow with an answer.
 - iii. The PC has an opportunity to buy permanent signs for Speed Watch. Cllr Wells will investigate details and cost, then circulate to the cllrs. **MW**
- c) **Footpaths**
 - i. Stiles. Repairs still ongoing. Three posts still need to be put up. **KG**
 - ii. Clearing FPs. Some areas have not been cut properly yet.
- d) **Website**
 - i. Cllr Green is still awaiting some cllrs' details for the website.
 - ii. Cllr Parry will have access to the site so that he can upload updates. He will meet with Cllr Wells this Thursday. Ongoing. **MW; PP**

20. ITEMS FOR INCLUSION ON NEXT AGENDA

Co-option; Highways issues.

21. DATE AND TIME OF NEXT MEETING

Tuesday, June 21st, 2016 at 7.30pm.

Meeting closed at 21.19

Signed by Chairman.....

Dated.....

